

DATE: November 3, 2004

TO: County Emergency Management Directors

FROM: Dan Wenborne, State Exercise Officer

SUBJECT: Course Recruitment: EFFECTIVE COMMUNICATIONS - (G242)

The Wisconsin Division of Emergency Management is sponsoring the Federal Emergency Management Agency training course entitled **Effective Communications (G242)** beginning **January 24-25, 2005** at **VOLK FIELD**. The course will begin at **8:00 a.m.** on Monday, January 24th, and conclude at approximately **4:00 p.m.** on Tuesday, January 25, 2005. Dress is casual.

The purpose of this Effective Communications course is to develop the skills of emergency managers in public, as well as in their interpersonal communications. The course includes a variety of topics, and provides for practice in oral presentations.

We are requesting that you recruit attendees from within your emergency management community to include: Municipal and County Emergency Management Directors and Program Assistants, Police, Fire, Military and Emergency Medical Service personnel with responsibility for either planning, training, or command, elected and appointed officials, representatives from Public Works, Highway Dept., public utilities, hospital and nursing home staff with planning, training and/or security responsibilities, representatives from private industry, as well as volunteer agencies and police, fire, Emergency Medical Service and nursing instructors from local colleges, technical colleges and universities.

If people travel more than **50 miles one way**, and do not desire to commute, **we will make reservations** for participants at the Wisconsin Military Academy. Wisconsin Emergency Management will pay for lodging (*for those traveling 50-miles or more*) and meals for all participants; however the cost of travel, and any other incidental costs associated with your stay is a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **DECEMBER 24, 2004**.

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director, or Lisa Olson-McDonald at (608) 427-1794.

Encl: Registration Form

c: WEM Management Staff
Regional Offices
Bob Klinger
Hazardous Materials Response Teams
Lisa Olson-McDonald

REGISTRATION INFORMATION

EFFECTIVE COMMUNICATIONS – (G242)
JANUARY 24-25, 2005
VOLK FIELD

Please complete the information below and send it to your County Director by December 23, 2004. County Directors must submit this registration to their Region Office no later than December 24, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.
(Reproduce this sheet locally for additional people.)

(print clearly)

NAME _____ SIGNATURE _____

TITLE _____ AGENCY _____

SOCIAL SECURITY #: _____
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS _____

CITY _____ ZIP _____ COUNTY _____

WORK PHONE: _____ FAX #: _____ E-MAIL _____

State Privacy Provision

Authorization: Wisc Stats 166.03 and E.O. 9397.

Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.

LODGING INFORMATION

___ I live within 50 Miles, and **do not need a room.**

___ I will attend and live over 50 miles away; **reserve a room(s) for me as indicated below:**

PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM

SUNDAY, JANUARY 23, 2005

MONDAY, JANUARY 24, 2005

Do you require any special accommodations for a physical disability?

SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT: _____

SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT: _____